

# Employee Conflict of Interest Policy

**Effective Date:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

## 1. Purpose

This policy is established to ensure that all employees act in the best interests of the company and avoid situations where personal interests could conflict with those of the company.

## 2. Scope

This policy applies to all employees of the company, including full-time, part-time, temporary, and contract staff.

## 3. Definition

A conflict of interest occurs when an employee's personal, financial, or other interests could compromise their judgment, decisions, or actions in the workplace.

## 4. Policy Guidelines

- Employees must avoid conflicts between their personal interests and those of the company.
- Employees must promptly disclose any actual or potential conflicts of interest to their supervisor or HR.
- Employees should not accept gifts or favors that may influence their work decisions.
- Participation in external activities that may conflict with company interests is prohibited unless approved by management.

## 5. Disclosure Procedure

Employees must complete a Conflict of Interest Disclosure Form if a situation arises that may present a conflict of interest.

## 6. Disciplinary Actions

Violation of this policy may result in disciplinary action, up to and including termination of employment.

## 7. Acknowledgment

I have read and understand the Employee Conflict of Interest Policy. I agree to comply with its terms.

**Employee Name:**

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**Signature:**

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**Date:**

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